

## Appendix 3

### Standard Ofsted Dataset

Fostering Service will provide a completed monitoring form as below each quarter. This monitoring has been developed from the Standard Set of National Independent Fostering Agency Agreement Performance Indicators.

Annually required information is at the end of the dataset.

#### Estimates

If the Fostering Service can only report estimated data, the report should clearly indicate where estimates are used.

Information about the service			
Unique Reference Number (URN) for the service? This is the six-digit number prefixed by SC			
The name of service/agency	<b>Dorset Council Fostering Service</b>		
What is the email address for the service/ agency? Please give the generic email address of the service/agency			
<b>What date was the dataset completed?</b> This is the date you finished the dataset	<b>Day</b>	<b>Month</b>	<b>Year</b>
What quarter is covered herein?			
What is the name, and job title or role title of the person who completed the data set?			
What is the name of the nominated person (for local authorities) or responsible individual (for agencies) if this is different to the person completing the dataset?			
<b>I confirm that I am:</b> <ul style="list-style-type: none"> <li>▪ a registered person (registered provider or registered manager)</li> <li>▪ a manager of a local authority adoption or fostering service</li> </ul>			

<b>A</b>	<b>Capacity of fostering households that were approved.</b> <b>Please give the maximum number of children/ young people for which each household was approved.</b>	
<b>A1.1</b>	During the quarter, how many new fostering households were approved for one child/young person?	
<b>A1.2</b>	During the quarter, how many new fostering households were approved for two children/young people?	

<b>A1.3</b>	During the quarter, how many new fostering households were approved for three children/young people or larger groups of siblings?	
	Total capacity of new households	
<b>A1.4</b>	The total number of new fostering households you approved in the quarter (A1.1 + A1.2 + A1.3)	

<b>A</b>	<b>Information about the current number of fostering households</b>	<b>Number</b>
<b>A2.1</b>	At the end of the quarter, how many fostering households did you have?	
	How many fostering households approved for 1 child?	
	How many fostering households approved for 2 children?	
	How many fostering households approved for 3 children?	
	Total capacity of all current households?	

<b>A</b>	<b>Information about the total number of fostering households and placements that fostering service/ agency stopped using</b>	<b>Total Number of households</b>	<b>Total Number of places</b>
<b>A2.2</b>	During the quarter, how many approved fostering households were de-registered and how many placements had they offered? (Please include in this number all households that ceased fostering for any reason).		
<b>Of the fostering households that were lost</b>		<b>Number of households lost</b>	<b>Number of places lost</b>
2.2.1 How many became adoption placements?			
2.2.2 How many became residence order placements?			
2.2.3 How many became special guardianship order placements?			
2.2.4 How many were family and friends' placements and the child (or children) were no longer placed with them?			
2.2.5 How many had their approval terminated – carer unsuitable? *			
2.2.6 How many retired (all grounds)			
2.2.7 How many resigned? **			
2.2.8 How many resigned to work for another fostering agency (IFA)/fostering service (LA)? (where known)			

<b>A</b>	<b>Information about exemptions in place.</b>	<b>Number of exemptions applied</b>
	<b>An exemption is required in the specific situation in which a foster carer is asked to look after more than three children who are not all part of a sibling group.[1]</b>	
<b>A3.1</b>	During the quarter, how many exemptions were in operation?	
<b>A3.2</b>	How many of the exemptions given in your response to A3.1 did or have lasted more than 6 months?	

<b>Ethnicity –Information about ethnicity of approved foster carers</b>		
Please provide the ethnicity of each approved foster carer who was registered with the agency or service <b>on the 31 March 2011.</b>		
<b>Ethnic Group</b>	<b>Number</b>	
<b>White</b>		
<b>A4.1</b>	White British	
<b>A4.2</b>	White Irish	
<b>A4.3</b>	Any other White background	
<b>A4.4</b>	Traveller of Irish Heritage	
<b>A4.5</b>	Gypsy/Roma	
<b>Mixed</b>		
<b>A4.6</b>	White and Black Caribbean	
<b>A4.7</b>	White and Black African	
<b>A4.8</b>	White and Asian	
<b>A4.9</b>	Any other mixed background	
<b>Asian or Asian British</b>		
<b>A4.10</b>	Indian	
<b>A4.11</b>	Pakistani	
<b>A4.12</b>	Bangladeshi	
<b>A4.13</b>	Any other Asian background	
<b>Black or Black British</b>		
<b>A4.14</b>	Caribbean	
<b>A4.15</b>	African	
<b>A4.16</b>	Any other Black background	
<b>Other ethnic groups</b>		
<b>A4.17</b>	Chinese	
<b>A4.18</b>	Any other ethnic group	
<b>A4.19</b>	Refused	

Referrals	Referrals Made	% referrals on emergency basis (same day)	Placements Made	Placements Not Made
A5 Responses based on referrals during the quarter				

B For all foster care (See Ofsted guidance note B1) C1 C9 provides detail by placement type	Total Approved placements	Filled placements (a)	Vacant placements (b)	Non available placements (c)
B1 At the end of the quarter, how many placements were there in your fostering service?				
Filled/Vacant/Non available as a % of total approved placements				

		Number
B	Information about sibling placements	
B3	During the quarter, how many sibling groups were <u>not</u> placed together where the local authority placement assessment was for them to be together?	

C	Type of foster care placements (as at end of quarter)	Also known as	Current Capacity	Filled	Vacant	Non-avail'
C1.1	<u>How many long-term placements did you have?</u>	n/a				
C1.2	<u>How many permanent placements did you have?</u>	n/a				
C1.3	<u>How many continuing care placements did you have?</u>	n/a				
C2	<u>How many time-limited placements did you have - placements made with end date planned?</u>	Non-permanent short and medium term; task focused; task centred; temporary				
C3	<u>How many emergency care placements did you have?</u>	crisis care				

<b>C4.1</b>	<u>How many disabled children/young people used short break services?</u>	<i>Family Link; shared care</i>				
<b>C4.2</b>	<u>How many non-disabled children/young people used short break services?</u>	<i>Support care; crisis care</i>				
<b>C4.3</b>	<u>How many foster care 'respite' placements did you have?</u>	<i>n/a</i>				
<b>C5</b>	<u>How many 'family and friends' placements did you have?</u>	<i>Kinship care, Relative Care</i>			<i>n/a</i>	<i>n/a</i>
<b>C6</b>	<u>How many parent and baby/child placements did you have?</u>	<i>n/a</i>				
<b>C7</b>	<u>How many 'intensive fostering' placements did you have?</u>	<i>Specialist Fostering</i>				
<b>C8</b>	<u>How many 'remand care' placements did you have?</u>	<i>n/a</i>				
<b>C9</b>	<u>How many 'treatment care' placements did you have?</u>	<i>n/a</i>				

<b>C</b>	<b>Information about numbers of disabled children in full time foster care</b>	<b>Number</b>	
<b>C10</b>	At the end of the quarter, how many disabled children and young people were placed with the service as full foster care placements? (i.e. not short breaks)		
<b>What are the children/young people's CURRENT disabilities?</b>		<b>Boys</b>	<b>Girls</b>
<b>What numbers if any, of children/ young people who are currently placed with your service have any of the following needs?</b>			
If a child or young person has multiple needs, please count them within each type of disability they have. For example, if a child/young person has a learning disability and a visual impairment they should be counted in the physical disability section and the visual impairment section.			
C10.2 Physical disability			
C10.3 Learning disability			
C10.4 Visual impairment			
C10.5 Hearing impairment			
C10.6 Special educational needs			
C10.7 Diagnosed Mental Disorder			

<b>C</b>	<b>Information about placement endings</b>	<b>Under 11 years</b>	<b>11 years &amp; over</b>
		<b>Number</b>	<b>Number</b>

<b>C11</b>	During the quarter, how many unplanned endings of placements of over three months duration occurred?		
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<b>D</b>	<b>Information about the recruitment of foster carers</b>	<b>Number</b>	
<b>D1.1a</b>	During the quarter, how many applications from new prospective fostering households were received? (do not count initial enquiries)		
<b>D1.1b</b>	How many applications from last quarter were brought forward to this quarter?		
<b>D1.1c</b>	At the end of this quarter, how many applications remain in progress?		

<b>D</b>	<b>Information about what happened to the applications from prospective fostering households (number given as answer to D1)</b>	<b>Number</b>	<b>%</b>
<b>D1.2</b>	During the quarter, how many new <b>family and friends</b> households were approved? (This does not include those family and friends who have children placed with them under Regulation 38; unless they are subsequently approved as foster carers)		
<b>D1.3</b>	During the quarter, how many new <b>fostering</b> households, <b>including family and friends</b> placements, were approved?		

<b>D</b>	<b>Applications that have been rejected, discontinued or withdrawn</b>	<b>Number</b>	<b>%</b>
<b>D2.1</b>	During this quarter, how many applications to register as foster carers were rejected after being presented to panel? (count each fostering household once)		
<b>D2.2</b>	During this quarter, how many applications to register as foster carers were discontinued? (count each fostering household once)		

**Please note: (D1.1a + b) needs to equal (D1.1c + D1.3 + D2.1 + D2)**

<b>D</b>	<b>Information about training and development</b>	<b>Number</b>	<b>%</b>
<b>D3</b>	At the end of the quarter, how many of all your foster carers have successfully completed the Children's Development Workforce Council's certificate in 'Training, Support and development Standards for Foster Care'?		

E	<b>Information about referrals to the independent review mechanisms (IRM) during the quarter.</b>	Number
<b>E1.1</b>	How many prospective foster carers made an application for a review to the IRM?	
<b>E1.2</b>	How many registered foster carers made an application for a review to the IRM?	
<b>E1.3</b>	How many of the number of referrals to the IRM resulted in a fresh recommendation being made to your agency?	

F	<b>Information about the fostering allowances paid to foster carers per week</b>	
<b>F1</b>	During the quarter, were all your foster carers; including friends and family, paid allowances in line with the government's national minimum allowance or above?	Yes/No

G	<b>At the end of this quarter, what is the ethnicity and gender of foster children and young people placed with the service or agency</b>	Girls	Boys
Ethnic Group		Number	Number
<b>Please Note: the value for B1a - filled placements (not yet entered) must equal the sum of Girls + Boys</b>			
<b>White</b>			
<b>G1.1</b>	White British		
<b>G1.2</b>	White Irish		
<b>G1.3</b>	Any other White background		
<b>G1.4</b>	Traveller of Irish Heritage		
<b>G1.5</b>	Gypsy/Roma		
<b>Mixed</b>			
<b>G1.6</b>	White and Black Caribbean		
<b>G1.7</b>	White and Black African		
<b>G1.8</b>	White and Asian		
<b>G1.9</b>	Any other mixed ethnic background		
<b>Asian or Asian British</b>			
<b>G1.10</b>	Indian		
<b>G1.11</b>	Pakistani		
<b>G1.12</b>	Bangladeshi		
<b>G1.13</b>	Any other Asian background		

Black or Black British			
<b>G1.14</b>	Caribbean		
<b>G1.15</b>	African		
<b>G1.16</b>	Any other Black background		
Other ethnic groups			
<b>G1.17</b>	Chinese		
<b>G1.18</b>	Any other ethnic group		
<b>G1.19</b>	Refused		
<b>G1.20</b>	Information not yet available		

**Total:**

**Please Note: the value for B1a - filled placements (not yet entered) must equal the sum of Girls + Boys**

<b>G</b>	<b>Information about children and young people who are seeking asylum</b>	<b>Number</b>
<b>G2.1</b>	During the quarter, how many placements did you provide to children/young people who are seeking asylum?	
<b>G2.2</b>	During the quarter, how many of the placements reported in G2.1 were for unaccompanied children/ young people seeking asylum?	

<b>H</b>	<b>Information about recruitment and vetting</b>	<b>Yes/No</b>
<b>H1.1</b>	Can you confirm that at the time of completing this dataset all the required checks for every member of staff in the fostering service, every foster carer, and all adults living in foster carers' households have been satisfactorily completed? <i>(Schedule 1 Regulation 7, 20 and Schedule 3 of Regulation 27 of the Fostering Services Regulations 2002)</i>	

<b>H</b>	<b>Allegations</b>	<b>Number</b>					
<b>H2</b>	How many ongoing allegations were brought forward from the last quarter?						
<b>H2.1</b>	During the quarter, how many allegations of misconduct were made against foster carers?						
<b>H2.2</b>	During the quarter, how many allegations of misconduct were made against staff or volunteers of the fostering agency or service?						
<b>H</b>	<b>During the quarter</b>	<table border="1"> <tr> <td>less than two months?</td> <td>from two months to a day less than four months?</td> <td>From four months to a day less than six months?</td> <td>Six months and over?</td> <td>Remain ongoing at the end of the quarter</td> </tr> </table>	less than two months?	from two months to a day less than four months?	From four months to a day less than six months?	Six months and over?	Remain ongoing at the end of the quarter
less than two months?	from two months to a day less than four months?	From four months to a day less than six months?	Six months and over?	Remain ongoing at the end of the quarter			



<b>H2.3</b>	How many investigations into the misconduct of foster carers were completed in?					
<b>H2.4</b>	How many investigations into the misconduct of staff or volunteers were completed in?					
<b>H2.5</b>	How many investigations into the misconduct of foster carers resulted in a review of the approval of a foster carer/carers? (Please give the number of foster carers, not fostering households)	<b>Number</b>				
<b>H2.6</b>	How many investigations into the misconduct of staff and volunteers resulted in disciplinary action against a member of staff or a volunteer?					
<b>H2.7</b>	How many referrals to PoCA were made as a result of any investigation about a foster carer?					
<b>H2.8</b>	How many referrals to PoCA were made as a result of any investigation about a member of staff or volunteer?					

<b>H</b>	<b>Allegations resulting in child protection referrals</b>	<b>a) A foster carer</b>	<b>b) Member of the fostering household other than the foster carer</b>	<b>c) Staff of the agency/ service</b>	<b>d) Unrelated to foster care placement</b>
		<b>Number</b>			
<b>H3.1</b>	During the quarter, how many children in foster care were the subject of child protection/safeguarding enquiries following allegations about the listed people?				
<b>H3.2</b>	During the quarter, how many child protection enquiries for a foster carer, member of the fostering household other than foster carer and staff of the agency/service led to a child/young person being the subject of child protection plans?	<b>Number</b>			

<b>J</b>	<b>Information about restraints</b>	<b>Number</b>
<b>J4.1</b>	During the quarter, how many incidents of physical restraint by foster carers were recorded?	
<b>J4.2</b>	During the quarter, how many foster carers restrained children and/or young people?	

<b>K</b>	<b>Information about children/young people who went missing</b>		
<b>K1.1</b>	During the quarter, how many times did children / young people go 'missing'; whilst living with foster carers?		
<b>K1.2</b>	What number and % of children/ young people does your answer to K1.1 refer to?	Number	
		%	

'Missing' in this context refer to children and young people up to the age of 18 who have run away from their home or care placement, have been forced to leave, or whose whereabouts is unknown. Please include these children and young people **AND NOT** those where a looked-after child's whereabouts is known or thought to be known but unconfirmed, they are not missing and may instead be considered as absent without authorisation from their placement. These children and young people should not be counted here.

K	Information about children and young people who have gone missing more than three times in the period	
During the quarter, how many children/young people went missing more than three times?		
K	During the quarter, what number of these children/young people went missing because of: (please use the most prominent reason for them going missing)	Number
K2.1a)	bullying	
K2.1b)	involvement in offending behaviour	
K2.1c)	substance misuse?	
K2.1d)	contact with family or friends including where a child/young person goes missing in order to have contact with their family or friends, go missing in order to avoid contact with family or friends or as a result of having contact with family or friends?	
K2.1e)	abuse within the foster home?	
K2.1f)	they are an asylum seeker who is refused leave to remain?	
K2.1g)	suspected involvement in prostitution?	
K2.1h)	any other known reason (please state reason)?	
K	During the quarter, what number of these children/young people went missing where:	Number
K2.3	You are not clear of the reason?	

K	Information about the period of time a child/young person went or is missing	Up to 6 days	One week to a month	Longer than one month	Still missing
		Number			
K2.4	During the quarter, how long did each child/young person go missing? (Please make your answer an aggregate for all children/young people)?				

K		Number
K5.4	How many times were the missing incidents reported to the police?	

<b>K. Information about children and young people's reprimands, convictions and offences</b>		
K6.1 How many, and what percentage of, children and young people aged 10 and over were given a final warning/reprimand or convicted during the year for an offence committed while placed with the fostering service/agency?	Number	
	%	
K6.2 How many, and what percentage of, warning/reprimand or conviction were issued before any placement with the service/agency began?	Number	
	%	

<b>L Information about complaints made about the fostering agency or service (including foster carers) during the quarter</b>						
		How many complaints did you receive?	How many of these were upheld?	How many and what percentage were resolved in 28 days?		How many are on-going? <b>CURRENT INFORMATION</b>
	From:	Number	Number	Number	%	Number
L 1	children/young people					
L 2	foster carers					
L 3	other professionals					
L 4	children and young peoples' parents					
L 5	others for example: members of the public, Members of Parliament					

<b>M</b>	<b>Information about children and young people's education (this information is not required for children using short break services)</b>	<b>Number</b>
<b>M1</b>	During the quarter, how many children/young people were permanently excluded from school?	
<b>M2</b>	During the quarter, how many children/young people had had fixed-term exclusions?	
<b>M3</b>	At the end of the quarter, in addition to the number given in question M1 how many children/young people of compulsory school age are not attending school? (i.e. permanently refuse to go to school or abscond and do not attend)	
<b>M4</b>	During the quarter, how many children/young people have changed schools because of a foster placement change?	
<b>M5</b>	At the end of the quarter, how many children and young people of school age are in mainstream school?	

<b>M6</b>	At the end of the quarter, how many children and young people of school age attend special schools?	
<b>M7</b>	At the end of the quarter, how many children and young people attend other local authority provision, for example a pupil referral unit or Education Other Than at School (EOTAS)?	
<b>M8</b>	At the end of the quarter, how many children and young people have statements of special educational needs?	
<b>M9</b>	At the end of the quarter, how many children and young people of school age who have a personal education plan?	

<b>N</b>	<b>Care planning/Placement planning</b>	<b>Number</b>	
<b>N1.1</b>	At the end of the quarter, how many, children/young people placed in your registered fostering households have an up to date care plan/placement plan?		
<b>N1.2</b>	At the end of the quarter, how many children/young people placed in your registered fostering households have an allocated social worker?		
<b>N1.3 (additional)</b>	How many statutory reviews were not held on time (number and %)?	Number	
		%	

<b>N</b>	<b>Information about young people over the age of 16</b>	<b>Number of households</b>	<b>Number of placements</b>
<b>N2</b>	At the end of the quarter, how many young people aged 18 and over remained in the foster placement they were in prior to their eighteenth birthday under an arrangement supported by the local authority.		

## ANNUAL INFORMATION - Additional PI's/Information required:

<b>Health</b>		
1 How many, and what percentage of, children and young people in foster care received an annual health check in the last 12 months? (KPI)	Number	
	%	
2 How many, and what percentage of, children and young people have been referred to Children and Adolescent Mental Health service (CAMHS)?	Number	
	%	
3 How many, and what percentage of, children and young people received a service from:		
a) CAMHS	Number	
	%	
b) other therapeutic service	Number	
	%	
4 How many, and what percentage of, children and young people placed with foster carers were subject to an emergency mental health assessment	Number	
	%	

5. How many, and what percentage of, children and young people in foster care were registered with a GP?	Number	
	%	
6. How many, and what percentage of, children and young people in foster care were registered with a dentist?	Number	
	%	
7. How many, and what percentage of, children and young people in foster care had a dental check in last 12 months?	Number	
	%	
8. How many, and what percentage of, children and young people in foster care were registered with an optician?	Number	
	%	
9. How many, and what percentage of, children and young people in foster care had up to date immunisations?	Number	
	%	
	%	
10. How many, and what percentage of, children and young people in foster care who have been assessed as requiring a CAMHS service are actually receiving the prescribed service (KPI)	Number	
	%	
11. How many and what percentage of children and young people of school age exercise at least twice per week (KPI)	Number	
	%	
12. How many, and what percentage of, children and young people in foster care for the whole of the previous 12 months have been on holiday with their carer?	Number	
	%	
13. Number of Strengths and Difficulties Questionnaire (SDQ) scores, and average (mean) SDQ scores for children aged 4-16 who have been in care for 12 months at 31 March (reference NI 58), with comparison against previous year for placements that were ongoing at both year ends	Number	
	Score	

<b>Additional Information about children and young people's education (old Ofsted M9-M14)</b>		
1 At the end of the quarter, how many children and young people of compulsory school age have missed a total of at least 25 days education in the last 12 months? (KPI)	Number	
	%	
2 How many and what percentage of young people, aged 16 or over, whose last or current placement was with the fostering service attained at least 1 GCSE at grade A*–G or equivalent in the last 12 months?	Number	
	%	
3 How many, and what percentage of young people, aged 16 or over, whose last or current placement was with the fostering service attained five or more GCSEs at grades A*–C in the last 12 months? (KPI)	Number	
	%	
4 How many, and what percentage of, young people leaving care aged 18 or over gained qualifications at A level or equivalent in the last 12 months?	Number	
	%	
5 How many, and what percentage of, young people attained any other qualification in the last 12 months? Examples of	Number	

this would be ASDAN qualifications, awards in literacy and numeracy or vocational qualifications		
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<b>Additional PIs - Education</b>		
Number and % of carers who attend parent's evening or other school function	Number	
	%	
Number and % of children in current placements who are of statutory school age and who are receiving at least 25 hours of education per week in a registered or approved school setting (as measured across the whole of the previous year, or where placement began during the year, a pro-rata proportion of the year representing the period in placement with the agency)	Number	
	%	
	%	
Number and % of children making satisfactory progress, as monitored by Key Stage 1, 2 and 3 assessments, where satisfactory is defined as improvement of two National Curriculum levels between each key stage assessment	Number	
	%	
Number and % of children in placement in year 6 (Key Stage 2) who have been in care for at least a year, and who achieved level 4 or above in English at KS2.	Number	
	%	
Number and % of children in placement in year 6 (Key Stage 2) who have been in care for at least a year, and who achieved level 4 or above in Maths at KS2.	Number	
	%	

<b>Additional PIs – Outcomes</b>	
Percentage of IPAs outcomes set that have been completed in full accordance with the specified outcomes objectives, targets and duration for the Child or Young Person. (KPI)	%

<b>Additional PIs – Notifiable Incidents</b>	
N2 Number, plus narrative of the timing and description of any notifiable incidents in last year (as prescribed in the Fostering Regulations).	
Number	
<i>[Notifiable Incidents Narrative]:</i>	

<b>P1- P10</b>	<b>Policies and procedures for managing and monitoring at the time of completing this dataset</b>	<b>Is this in place?</b>	<b>What date was this policy, procedure or guidance last reviewed?</b>	<b>Next review date?</b>
	<b>Please tell us information about the following documents and procedures</b>	<b>Yes/No</b>	<b>Date dd/mm/yyyy</b>	<b>Date dd/mm/yyyy</b>
<b>P1</b>	Statement of purpose			

<b>P2</b>	Procedures for assessing, monitoring and ensuring the quality of the service			
<b>P3</b>	Management system to collate and evaluate information about abuse and neglect allegations			
<b>P4</b>	Personnel policies and procedures			
<b>P5</b>	Recruitment and selection procedures for staff			
<b>P6</b>	Supervision policy			
<b>P7</b>	Training programme including induction, post qualifying and in-service training for staff			
<b>P8</b>	Conflicts of interests policy			
<b>P9</b>	Whistle blowing policy			
<b>P10</b>	Written procedures and guidelines on health and safety			

<b>Q1- Q21</b>	<b>Policies and procedures for practice at the time of completing this dataset</b>	<b>Is this in place?</b>	<b>What date was this policy, procedure or guidance last reviewed?</b>	<b>Next Review Date?</b>
	<b>Please tell us information about the following documents and procedures.</b>	<b>Yes/No</b>	<b>Date dd/mm/yyyy</b>	<b>Date dd/mm/yyyy</b>
<b>Q1</b>	Equal opportunities and diversity policies for staff, foster carers and children/ young people			
<b>Q2</b>	Safe caring policy			
<b>Q3</b>	Behaviour management policy			
<b>Q4</b>	Safeguarding children/young people policy and procedures that include how to deal with allegations against foster carers			
<b>Q5</b>	Anti-bullying policy			
<b>Q6</b>	Procedures for when children/young people go missing, are absent without authority or abscond			
<b>Q7</b>	Local area protocol with the police for managing children/young people who go missing			
<b>Q8</b>	Complaints procedure			
<b>Q9</b>	Written requirements for preparing young people for adult living			
<b>Q10</b>	Policy for recruitment of foster carers			
<b>Q11</b>	Training programme for foster carers			
<b>Q12</b>	Policies and procedures for assessing, approving, supporting and training foster carers			
<b>Q13</b>	Assessment process for foster carers.			

<b>Q14</b>	Structures and systems in place to ensure effective management of assessments, approvals and reviews of foster carers			
<b>Q15</b>	Administrative procedures for responding to enquiries from prospective foster carers to requests from existing foster carers			
<b>Q16</b>	The foster carer agreement sets out roles and responsibilities of foster carers and fostering service			
<b>Q17</b>	A written policy on case recording includes purpose, format and content of files			
<b>Q18</b>	Procedures and policies for maintaining, storing and accessing records			
<b>Q19</b>	Foster carers' handbook of policies and procedures			
<b>Q20</b>	Policy, procedure and system for matching children/young people with foster carers			
<b>Q21</b>	Written guidance about the use of restraint			



